

EDITED KSA LISTING

CLASS: SUPERVISING CLINICAL LABORATORY TECHNOLOGIST, CF

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	Advanced knowledge of principles and practices of clinical laboratory work in such areas as blood banking, chemistry, hematology, immunology, coagulation, urinalysis and microbiology and the use and care of laboratory equipment to provide overall supervision and guidance, provide consultation and direction, provide effective technical corrective action, etc.
K2.	Advanced theoretical knowledge of procedures and application of use in laboratory analysis to improve procedures and techniques, train and develop staff, evaluate staff competency, recognize and troubleshoot technical problems, effect good decision-making, etc.
K3.	Advanced knowledge of normal and abnormal values of laboratory test results (e.g., potassium, glucose, urinalysis, complete blood count, etc.) as applied to patient results to assist appropriate staff in the interpretation of laboratory results.
K4.	Intermediate knowledge of roles of other health care staff to maintain rapport and good working relationship and assist in the diagnosis and treatment of inmate patient.
K5.	Expert knowledge of the principles of effective supervision to promote a positive and cohesive working environment, improve morale and facilitate teamwork in order to achieve mission and goals of the work unit, provide consistent and equitable leadership, etc.
K6.	Intermediate knowledge of the Equal Employment Opportunity regulations and objectives to promote the department's equal employment opportunity policies and goals in making hiring and employment decisions and to provide a harassment free work environment.
K7.	Intermediate knowledge of current trends and developments in the clinical laboratory field to remain current with advances and changes in technology and to improve laboratory testing methods/procedures.
K8.	Advanced knowledge to utilize all available resources (e.g., laboratory staff, equipment, supplies, etc.) to complete work assignments and projects and ensure that work unit operations are in accordance with departmental goals and objectives.

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#	Knowledge, Skill, Ability
K9.	Intermediate knowledge of the operation of specialized and complex laboratory equipment used for clinical laboratory analysis (e.g., chemistry, hematology, etc.), to aid laboratory staff in technical support, determine the need for maintenance, draw appropriate conclusions and make decisions when completing work assignments and projects.

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#	Knowledge, Skill, Ability
	Skill to:
S1.	Skill to read tests (e.g., slide and tube agglutination, slide identification, titers, etc.) to assist laboratory staff, ensure accurate test results, evaluate and correct technical problems, evaluate training and competency of laboratory staff, etc.
S2.	Skill to interpret laboratory tests results (e.g., slide and tube agglutination, slide identification, titers, etc.) to assist laboratory staff, ensure accurate test results, evaluate and correct technical problems, evaluate training and competency of laboratory staff, etc.
S3.	Skill to set up laboratory equipment to assist laboratory staff, assure all regulatory compliance issues are met and set up necessary studies for method comparisons, precision, linearity and normal ranges.
S4.	Skill to communicate effectively (written and verbal) to provide information to health care staff, other institutional staff and agencies (e.g., custody, courts, contract staff, etc.), provide direction, guidance and training to laboratory staff, make recommendations, write reports/correspondence, participate in strategic planning, etc.
S5.	Skill to follow directions to ensure cooperation with chain of command, comply with laws, rules, regulations, departmental policies and procedures, and implement and adhere to changes in the work unit.
S6.	Skill to exercise independent judgment in appropriate situations to evaluate and act on problems and situations, respond to crisis situations, make recommendations, ensure laboratory staff performance objectives and standards are met, coordinate and develop work, schedule assignments to improve efficiency, to serve as an independent source of information, and to make ongoing operational decisions.
S7.	Skill to train the laboratory staff in various policies and procedures (e.g., sexual harassment, illness and injury prevention, work unit policies, etc.) and laboratory procedures (e.g., prepare and stain specimens, operate laboratory equipment, prepare reagents, handle infectious materials, etc.) to ensure laboratory staff capability and competency, to meet deadlines, implement revised/new procedures, etc.

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S8.	Skill to effectively supervise the laboratory staff to ensure compliance with laws, rules, regulations, department policies and procedures, ensure completion of various work assignments (e.g., phlebotomy, routine laboratory work, special projects, etc.), facilitate the appropriate actions of laboratory staff in all aspects of laboratory functions.
S9.	Skill to evaluate the overall operations of the laboratory to ensure adequate staffing, equipment and supplies, the physical environment is functional and safe, the laboratory staff is competent and behavior is professional, etc.
S10.	Skill to effectively contribute to the department's equal employment opportunity objectives to ensure compliance with laws, rules, regulations, departmental policies and procedures, provide a hostile and harassment free work environment, promote the department's equal employment opportunity goals in recommending hiring decisions, provide training and guidance (e.g., ensuring that mandatory training is taking place, ensure laboratory staff understand the equal employment opportunity goals, etc.).
S11.	Skill to manage the activities of a clinical laboratory to operate within budgetary constraint and maintain the overall efficient functioning of a clinical laboratory (e.g., laboratory staff, equipment, supplies, etc.), prepare feasibility studies to justify equipment purchase and utilization, make decisions on what test to maintain or contract, conduct cost and/or benefit analysis, etc.
S12.	Skill to utilize all available resources (e.g., laboratory staff, equipment, supplies, etc.) to complete work assignments and projects and ensure that work unit operations are in accordance with departmental goals and objectives.

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	Special Personal Characteristics:
SPC1.	Empathetic understanding of inmate patients of a State correctional facility
SPC2.	Tact
SPC3.	Emotional stability
SPC4.	Patience
SPC5.	Alertness
SPC6.	Keenness of observation
SPC7.	Color vision adequate to successfully perform the essential functions of the job

	Special Physical Characteristics:
SPhC1.	Reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.
SPhC2.	Assignments may include sole responsibility for the supervision of inmates and/or protection of personal and real property.

Bold text-indicates not on Classification Spec.

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	Working Conditions*:
WC1.	Willingness to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or inmates.
WC2.	Possession of a valid California State Clinical Laboratory Technologist license.
WC3.	Willingness to work in a State correctional facility.
WC4.	Willingness to maintain order and supervise the conduct of inmates.
WC5.	Willingness to respond to changes in the work unit in a positive, professional manner.
WC6.	Willingness to promote positive, collaborative, professional working relations among co-workers.
WC7.	Willingness to accept constructive criticism and respond appropriately.
WC8.	Willingness to interact professionally with people (e.g., members of the public, contract staff, inmate patients, and other agency personnel) from a wide range of cultural backgrounds in the course of completing work tasks and assignments.
WC9.	Willingness to work in a team environment.
WC10.	Willingness to work various schedules (e.g., day shift, swing shift, night shift).
WC11.	Willingness to participate in departmental legal activities (e.g., expert witness, defendant, material witness).
WC12.	Willingness to actively participate in the peer review and clinical quality review process.

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WC13.	Willingness to comply with departmental safety and security procedures.
WC14.	Willingness to comply with tuberculosis screening requirements.
WC15	Willingness to consistently demonstrate the following characteristics during your employment with CDC: reliability, punctuality, honesty, empathy towards inmate patients, and maintain a calm and professional demeanor without extreme emotional reactions.
WC16.	Maintain a valid clinical laboratory license free from a history of being suspended, revoked, denied, or limited in any other respect.

* Subject Matter Experts did not rate the Working Conditions but agreed that all of them were necessary to work as a Supervising Clinical Laboratory Technologist.